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12 August 1963

MEMORANDUM FOR: Chief, Personnel Security Division
Chief, Physical Security Division
Chief, Interrogation Research Division
Chief, Technical Division

SUBJECT : Status Reports on Front Office Assignments

1. This is to formalize the requirement levied on us by the Director of Security re status reports on front office assignments.

2. By 11:00 every Monday a.m., or before if possible, please submit thru me to the Executive Officer, a status report on front office projects or assignments that are incomplete as of COB Friday. By front office is meant any assignment from the Offices of the DCI, DDCI, Executive Director, or DD/S. Negative reports are not required.

3. In turn, I must submit them by 11:30 Monday morning to the Director of Security.

4. There is no objection to submitting the report on Friday if you can.

SIGNED

STATINTL

Deputy Director of Security (PPS)

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